

OFFICE OF CENTRAL INSPECTION
CITY OF WICHITA

COMMERCIAL
PLAN SUBMITTAL GUIDE
EFFECTIVE DATE, JANUARY 1, 1994

The City's Building Permit System exists to safeguard the life, health, property and welfare of the public through plan review, issuance of building permits, licensing of contractors and construction inspections.

This guide is an effort to help you understand the four steps in the plan review and building permit process.

- I. **Step one: Pre-submittal information** - Preliminary reviews benefit everyone by minimizing problems in the review process and expediting plan review time. Preliminary reviews can be either by plans, or on-site inspection.

A. **Preliminary Plan Review**

1. No charge to applicant.
2. Must be pre-scheduled with the Plans Examiner by calling 268-4477.
3. Held between the hours of 9-11 a.m. and 2-4 p.m.
4. Conceptual plans are required. Central Inspection will keep one copy for future reference.
5. Meetings may be taped to assist Plans Examiners during final review.
6. Any or all of the following people may attend the preliminary review:
 - a. Owner or owner's representative(s)
 - b. Contractor
 - c. Architect
 - d. Plans Examiner assigned to the project
 - e. Fire Prevention staff
 - f. Relevant personnel from other departments

B. **Preliminary On-Site Reviews**

1. When the project involves an existing building, and plans are not available, on-site reviews can be performed.
2. A thirty dollar (\$30) per hour fee (minimum charge one-half hour) may be charged for all on-site reviews.

- II. **Step two: Plan Submittal** - plan submittal is a crucial step in the plan review process. Good plans with complete information help to expedite the plan review process by avoiding delays caused by lack of required information.

A. **When an Architect or Engineer is required**

1. Kansas state law now requires that virtually all plans be sealed by a design professional licensed in the state, for exceptions refer to "Plans Requiring Kansas Licensed Architect/Engineer Seal" as published by Central Inspection.

B. "Plan Submittal Information" Sheet

1. Format as supplied by Central Inspection, and included with this guide, must be used.
2. Required for all projects.

C. Project Valuation

Any one of the following methods can be used in calculating the project valuation.

1. Construction contract or price verification signed by the owner.
2. Contractor's estimate: Provide an itemized valuation of the work to be done including any plumbing, mechanical and electrical work involved.
3. Building Valuation Tables.

On multiple building projects, a separate project valuation must be submitted for each building.

If material only price is supplied, labor will be assumed to be equal to material in order to establish a total valuation.

D. Plans

Three complete sets of plans plus three (3) additional site plans (N/R if plans do not require a site plan) and one (1) set of specifications (if available) will be required to be submitted. This will allow for conditional permits (if requested), job site set, and one set to be retained by the City. If additional approved plans are needed by the owner, contractor or architect, additional plans may be submitted.

Plan review fees must be paid when the plans are logged in for review.

If it is known that a conditional permit or fast track plan review is desired, this request should be made known at the time of plans log-in and the appropriate additional fees paid.

Two copies of the Tenant Lease plan shall be provided on all new multi-tenant buildings for addressing purposes.

Plans and specifications shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the Uniform Building Code and all relevant laws, ordinances, rules and regulations. The following is a list of required information:

Every building will obviously not involve every feature listed, but the applicant should at least check to see which items apply. These guidelines do not constitute the entire code, but represent information most frequently required. The applicant is still responsible for code compliance, even though the information may not be on this list.

1. Project Plans - General

- a. All drawings shall be legible, drawn to scale and dimensioned, minimum sheet sizes of 18 inches by 24 inches is recommended, however smaller sheets may be accepted if legible.
- b. The complete plans shall be certified (sealed) by a Licensed Kansas Architect or Engineer, if required by "Plans requiring Kansas Licensed Architect/Engineer Seal" and State Law.
- c. Number of employees.
- d. Number of seats if assembly use.
- e. Number of dwelling units, hotel/motel rooms or housekeeping units in any R1 occupancy.
- f. Number of students/teachers if school or day-care.
- g. The Engineer or Architect in responsible charge of the structural design work shall include in the construction documents the following:
 1. Special inspections required by Chapter 3 of the Uniform Building Code.
 2. Other structural inspections required by the Engineer.

2. Site Plan

- a. Complete legal description
- b. North arrow
- c. Existing site conditions
 1. Property boundaries and dimensions
 2. Existing structures and dimensions, distance from boundaries and other structures
 3. Location and dimension of utility easements and building setbacks
 4. Location of all utilities, sanitary sewer, storm sewer, water etc..

For all projects that involve new structures or additions, this information must be in the form of a site survey prepared by a Licensed Land Surveyor.
- d. Address of existing structures on the property.
- e. Proposed structure size, location and distance from boundaries and other structures.
- f. Location and dimension of vehicle access to the site (include all off-street parking and all new or existing approaches).

Note: The following projects require submittal of a parking plan.

 1. new buildings
 2. additions
 3. change of use/occupancy or capacity
- g. Grading plan with sufficient elevations to indicate proper drainage and conformance with the City approved drainage plan.

New and existing spot elevations or contours directing site drainage to a street, paved alley, drainage easement, or storm sewer through approved means.
- h. Indicate if the property is in the Local or Federal Flood Plain, and Minimum Pad Elevation if applicable.
- i. Location of nearest fire hydrant.
- j. Existing zoning classification.

- k. Location, type and height of screening fence or wall.
- l. Details of accessible parking stalls, signs and ramped access.
- m. Location of trash dumpster and associated screening.
- n. Specify the total square footage of all new and existing impervious areas on the site (roof, paving, etc.).
- o. Landscape plans if required by the Landscaping Ordinance of the City of Wichita.

3. Architectural Plans

- a. Index sheet.
- b. Proposed floor plan of the new building or addition. The floor plan of the existing building, when applicable.
- c. Floor plans of each floor should include exit paths to the public way, and convey conformance to all accessibility regulations.
- d. Floor plans shall indicate use and occupancies of all areas or rooms. Provide specific detail to adequately convey the intended use.
- e. Roof plan should provide sufficient drawings and dimensions to show conformance with the placement (setback from roof edge) and/or screening of roof mounted equipment as required in the Zoning Ordinance.
- f. Interior finish schedule listing flame spread (if applicable).
- g. Door and window schedules cross referenced to floor plans and finish hardware schedule.
- h. Sufficient cross sections, story heights and overall building heights to clarify the building conditions.
- i. Details of fire resistive system for structural frame, floors, roof, walls, interior partitions and fire assemblies. Furnish any pertinent assembly design numbers.
- j. General notes and any details that would clarify the plans and provide complete information.
- k. Elevations - show all views, vertical dimensions, openings and materials.
- l. Construction materials shall be noted on all plans, elevations, sections and details.
- m. When work involves an addition or a remodel of an existing structure, indicate the location of the work to be done in relation to the total building. Differentiate between the existing and the new work to be done.
- n. Specify type and location of insulation.
- o. Reflected ceiling plan if not shown on the mechanical or electrical.
- p. A key plan is required for all tenant spaces within multi-tenant buildings.
- q. Sufficient details to clearly show full compliance with all the provisions of the Kansas Accessibility Act.

4. Structural Plans

- a. Notes and Specifications including design loads (roof live load, wind load and exposure, snow load, floor loads, etc.).
- b. Foundation plan with sections and details cross-referenced.

- c. Floor plans indicating framing, shear walls, slab thicknesses, reinforcements, sections and connection details, all of which are cross referenced.
- d. Vertical load carrying system.
- e. Lateral load resistive system.
- f. Basement and exterior wall sections showing materials, reinforcement, ties to foundation, etc.
- g. Pre-stressed concrete schedules, profiles and details.
- h. All embedded anchoring such as anchor bolts, hold-downs and post bases, etc.
- i. Drawings and certification of loads for pre-engineered metal buildings shall be sealed by a Licensed Kansas Architect or Engineer.

5. Plumbing Plans

- a. Plumbing Fixtures - Show all fixture numbers and locations. This is to include water closets, urinals, lavatories and drinking fountains, etc..
- b. Building Drain System - Show the underfloor system of the drain waste and vent piping, specifying pipe sizes and slope. Provide riser diagram for multiple fixture elevations.
- c. Building Utilities - Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities.
- d. Materials - Specify all piping materials.
- e. Water System - Provide pipe sizes, water heater data and hot water system.
- f. Venting System - Show pipe sizes, size of vent through the roof and connections to building drains.
- g. Special Requirements - Show all required appurtenances such as, grease interceptor, sump pumps, sewer ejector, sample ports, backflow preventers, backwater valves, and special fixtures.
- h. Provide roof drainage details including overflow drains, and riser diagrams for interior drain/rain leader systems.

6. Mechanical Plans

- a. Show locations, type, capacity and weight/support of all heating, ventilation and air condition equipment.
- b. Show or specify wall construction where rated enclosures are required (heaters, boilers etc. over 400,000 BTU).
- c. Show special equipment such as kitchen hoods, enclosed garage ventilation, paint booth exhaust, automatic fire suppression etc.
- d. Define special use of equipment in conjunction with fire or smoke control.
- e. Show appurtenances and required details such as; flue vent type and size, expansion tanks, blow down systems, protection devices, means for combustion air and special use equipment.
- f. Show all duct runs, fire dampers where applicable, gauge thickness for medium and high velocity systems, type and class of non-metallic duct, etc.

- g. Specify materials of installation components.
- h. The construction of the fire-resistive shaft required for Type 1 kitchen hood systems shall be clearly indicated.
- i. Detail all return air systems.

7. Electrical Plans

- a. Riser showing equipment amps, wire size and grounding.
- b. Available fault current.
- c. Service voltage.
- d. Service equipment short circuit amp rating.
- e. Panel location and schedules with circuit amp rating.
- f. Plan showing all fixtures, equipment and circuits.
- g. Wiring method.
- h. Symbol list.
- i. Specify wire as copper or aluminum and insulation type.
- j. Service grounding wire size.
- k. Emergency lighting system including lighted exit signs and battery pack emergency illumination system.

8. Specialty Plans (if applicable)

- a. Fire alarm system.
- b. Sprinkler plans need to be submitted prior to installation.
- c. Kitchen equipment.
- d. Furniture layout, when applicable to open office layouts or assembly occupancies.
- e. Fixture plan as related to retail sales.

E. At the time plans are submitted, you will be asked to fill out a Notification card that will be mailed out when the plans have been approved, and a permit is ready to be picked up. The card should be filled out with the name and address of the person who should be notified.

F. For occupancies with Special Requirements, refer to the special submittal guidelines.

- 1. Hazardous occupancy submittal guidelines.
- 2. Child day care centers.
- 3. Adult day care centers.
- 4. Group home.
- 5. Landscaping Ordinance
- 6. Additional occupancies as they become available.

III. Step three: Plan Review - The Commercial Plan Review section has primary responsibility for coordinating the plan review process. The Plan Review section will review all plans for code compliance.

A. The following City personnel may be involved in the review of the plans.

1. Plans Examiners, Central Inspection
2. Fire Prevention
3. Engineering
4. Health Department
5. Water Department
6. Planning Department

B. Plans will be reviewed for compliance with the following Codes.

1. Uniform Building Code
2. Uniform Fire Code
3. Uniform Mechanical Code
4. Uniform Plumbing Code
5. National Electrical Code
6. Zoning Ordinance, City of Wichita
7. Subdivision Regulations, City of Wichita
8. Code of the City of Wichita
9. Life Safety Code (if not addressed in the Uniform Building Code)
10. Kansas Accessibility Act which includes adoption of The Americans With Disabilities Act

C. The time required to review plans can vary greatly. Factors that will have a direct impact on the review time include completeness of drawings, the number of plans in Central Inspection for review, size of job to be reviewed, type of work involved, etc. Central Inspection has set the following guidelines for anticipated review times:

1. All plans will be assigned to the plan review staff at least once per week.
2. 5 business days or less from the assignment date
 - a. Valuation of \$25,000.00 or less
 - b. All occupancy groups except H and I
 - c. All projects (new, additions, remodels, etc.)
3. 10 business days or less from the assignment date
 - a. Valuation greater than \$25,000.00
 - b. All occupancy groups except H and I
 - c. Remodels only
- 3a. 10 business days or less from the assignment date
 - a. Any valuation
 - b. Occupancy groups H and I
 - c. Remodels only
4. 15 business days or less from the assignment date
 - a. Valuation greater than \$25,000.00
 - b. All occupancy groups except H and I
 - c. New projects and additions
- 4a. 15 business days or less from the assignment date
 - a. Any valuation
 - b. Occupancy groups H and I
 - c. New projects and additions

Remember these are only guidelines, review time may vary from time to time depending on the current backlog.

- D. When the review is complete, the plans will either be stamped approved and ready for a permit, or will require changes prior to a permit. When plans require changes prior to a permit, the Plans Examiner will issue a Plan Review Write-up which will detail the changes required to issue a building permit. If addresses are available, write-ups will be sent to the architect, contractor and project owner. If any major faults are found during the review, the Plans Examiner will attempt to contact the architect or contractor by phone to inform them of the problem.

When the Plan Review write-up has been issued, the project is placed on hold, **no further work will be done until the requested information is received.**

- E. All revisions, that are required by the write-up to be made prior to the permit, must be made to the plans by the original plan preparer (architect or engineer of record). When the revised plans are submitted for re-review, they will receive priority over any new plans. The Plans Examiner will then review the changes. If the changes are approved, the plans will then be released for a permit.

- F. Board of Code Standards and Appeals - All applicants for building permits have the right to take an appeal before the Board of Code Standards and Appeals for review. The Board has the power to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretations of the Uniform Building Code.

The Board does not have the authority to waive any requirements of the Code.

- G. Plan review is only valid for 180 days from the day plans were submitted. One extension of 180 days can be approved upon receipt of a written request. If the plan review expires, a new plan review fee will be charged to initiate further review.

IV. **Step four: Building Permit**

A. **Several types of permits are available**

1. **Conditional permit with progress plans** (Fast track projects)
 - a. When construction needs to begin prior to completion of the architectural plans
 - b. New buildings or additions only
 - c. Additional 50% of plan review fee charged
 - d. Drawings needed to obtain a conditional permit include all site plans, footing and foundation plans, or all information covered by the permit
 - e. Conditional permit request form must be submitted
 - f. Conditional permit requests will be reviewed within five (5) business days, however this is not a guarantee that a conditional permit will be issued within the five (5) day period

2. Conditional permit with full plans

- a. When construction needs to begin prior to plans being reviewed or revised for full permit
- b. New building or additions only
- c. Additional 25% of plan review fee charged (minimum of \$50.00)
- d. Full set of project plans required to obtain conditional permit
- e. Conditional permit request form must be submitted
- f. Conditional permit requests will be reviewed within five (5) business days, however this is not a guarantee that a conditional permit will be issued within the five (5) day period

3. Full permit

- a. When construction does not begin until a full permit is issued
- b. Any project
- c. No additional fees are charged
- d. Full set of plans required
- e. only when approved by Plans Review staff

B. Approved plans ready for permit

1. Central Inspection will attempt to notify the owner or contractor by phone, and/or a Notification Card will be mailed when the plans have been approved and the permit is ready to be picked up.

C. Licensed contractor required

1. All commercial construction requires a licensed contractor, unless exempted by Title 18 of the Code of the City of Wichita.
2. To find out if a contractor holds a current license, call Central Inspection at 268-4413.
3. A licensed contractor, designated representative, or person holding written authorization from the contractor is the only one who can pick up the permit.

D. Pick up plans at the document control counter, pay fees, and obtain a permit at Central Inspection.

E. Revisions to plans after permit

1. If during construction, changes are made that affect exiting, wall configuration, structural or changes that are not just "cosmetic", revised plans must be submitted to Central Inspection for review and approval. If the original plans were sealed by a licensed Architect or Engineer, the revised plans must also be sealed with the revision date noted.
2. A fee of \$30/hr. may be charged for these additional reviews.

WRITTEN BY: Loren Deines (original issue date 4/1/92)

APPROVAL: _____ **DATE:** _____.
Superintendent of Central Inspection

